



The RCO In Focus

"Supporting the Force through Contracting Solutions"

December 2002/January 2003

Brought to you by Regional Contracting Office, Würzburg, United States Army Contracting Command, Europe

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RCO Würzburg Mission Statement

Provide installation contracting support, advice on acquisition matters and contract administration to U.S. forces located within the 98th Area Support Group (ASG) in Würzburg, the 417th Base Support Battalion (BSB) in Kitzingen, the 280th BSB in Schweinfurt, the 279th BSB in Bamberg, the 235th BSB in Ansbach and Illesheim.

VISIT OUR WEB SITE:

WWW.USACCE.ARMY.MIL/WBG

Receiving Reports



REMEMBER THOSE REQUIREMENTS THAT YOU HAD AT THE END OF THE FISCAL YEAR??? Well, now that those requirements have been ordered, don't forget that your responsibilities don't end there. Once the items are received you must complete a proper receiving report.

PROPER SUBMISSION OF RECEIVING REPORTS AND INVOICES TO DFAS IS MANDATORY AS FOLLOWS:

Receiving Reports

- Vendors names must be shown
- Receiving official's printed name, title, signature, phone number and mailing address must be shown
- Acceptance & Receiving blocks must be completed with all information above - if same person then just show information once but must sign in both places

- If different acceptance/receiving personnel - then just place additional information as close as possible on the form

Invoices

- All invoices must now have an invoice number, and
- All invoices must have a contract number

Standard Form 1449 (your copy of the Purchase Order)

Can be used for a receiving report

- Ensure to complete blocks 32a (check received/accepted blocks), 32b (printed name, telephone number, title, and signature) of official authorized to accept supplies services; 32c (date supplies/services accepted); block 33 (check partial/final); 42a (printed name of receiver); 42c (date supplies/services received)



TOPIC OF THE MONTH

Performance-Based Services Acquisition (PBSA)

Policy

"It is the policy of the Department of Defense that, in order to maximize performance, innovation and competition, often at a savings, performance based strategies for the acquisition of services are to be used wherever possible. While not all acquisitions for services can be conducted in a performance-based manner, the vast majority can. Those cases in which performance-based strategies are not employed should become the exception. In order to ensure that the Department continually realizes these savings and performance gains, the DoD establishes, at a minimum, that 50 percent of service acquisitions, measured in both dollars and actions, are to be performance-based by year 2005." – Under Secretary of Defense, Acquisition, Technology & Logistics (USD (AT&L)), April 5, 2000.

PBSA involves acquisition strategies, methods, and techniques that describe and communicate measurable outcomes rather than direct performance processes. It is structured around defining a service requirement in terms of performance objectives and providing contractors the latitude to determine how to meet those objectives. Simply put, it is a method for acquiring *what is required* and placing the responsibility for *how it is accomplished* on the contractor.

PBSA Team

The PBSA team should be a customer-focused, multi-functional team that plans and manages service contracts throughout the life of the requirement. The requirement may be for a single function or for multiple functions. Estimated dollar value should not be the sole determinant of the amount of effort devoted to the acquisition. Previously, it was common for contracting and other functional experts to work independently in acquiring services. This should be a thing of the past. It is essential that all stakeholders—users/customers, acquisition personnel, and industry—be involved throughout the service acquisition life cycle, from the requirements analysis phase through contract award and administration. The duties, expertise, and contributions of each PBSA team member are important to the success of a service acquisition. Many functional experts can make up an acquisition team to include the **Customer/User, Technical specialist, project manager, program manager, Contracting officer, contract specialist, Cost/price analyst, Performance assessment personnel, quality assurance personnel, Finance / budget officer, Legal advisor, and other personnel** from outside the agency who may also be useful, depending on their area of expertise. To be considered performance-based, an acquisition should contain, at a minimum, the following elements **Performance work statement, Measurable performance standards, Remedies, Performance Assessment Plan**. Fixed-price, performance-based commercial service acquisitions are complementary strategies that encourage commercial contractors to conduct business with DoD. Early planning is essential in determining requirements and assessing market conditions, and it should include the user and as many relevant acquisition team members as possible. To maximize returns for all stakeholders, acquisition strategies should be tailored on the basis of experience, market research, and risk. Performance-Based Services Acquisition (PBSA) is not a "one size fits all" process.

Changes this year in Non-Personal Services Contracts

The procedures for establishing the ACS and Chaplain Services contracts for individuals to work in the Family Advocacy Program, Religious Education Coordinator, etc. have changed. The RCO will now issue formal solicitations for these positions based on the Performance Statements of Work (PWS) submitted with the Purchase Request and Commitment forms. The agencies will continue to advertise the positions, but interested individuals will have to pick up a solicitation package from the RCO in order to make an offer. Offers will be evaluated by the agencies without consideration of the prices to determine which ones are technically acceptable. The RCO will then award the contract to the lowest priced offer deemed by the agency to be acceptable. This is a big change to the way we are used to doing business, but the change is required to address deficiencies in the current procedure that were highlighted in FY 02 when one offeror protested the process. We are currently working on a way to put the solicitations on our home page to save folks a trip to the RCO to pick up the solicitation package and hopefully we will be successful early in the new calendar year.



Kudos!

The Real Property Management Activity (RPMA) Supply contract is the first prime vendor contract of its kind awarded in USACCE, giving DPW's an opportunity to purchase all building materials including hardware, lumber, paint, tools, plumbing, heating and electrical equipment from one contractor.

A few of the advantages DPW's will experience utilizing the RPMA Supply contract are:

- (1) One Contractor supplying all building materials.
- (2) Electronic Ordering with On-Site Delivery (per job)
- (3) Orders paid with the Government Purchase Card (GPC)
- (4) Use of the Installation Facility Management System Supply 2000 Module (IFMS)

Presently the 417th BSB DPW is the only activity taking advantage of the RPMA Supply contract. The 235th, 280th and 279th DPW's can also use the supply services offered by the contract with 90 days prior notification to the contractor.

The Contractor: Raab Karcher Baustoffe GmbH, one of the largest Building Material Firms in Europe, was awarded the contract on 01 November 2002, with a total estimated value of € 26,000,000.00, base + 4 years.

The Procurement Team was made up of the following individuals:

- Mr. Randy Hamilton, Chief RCO-Wuerzburg
- Mr. Randall Kemplin, Legal Advisor
- Ms. Heidi Broedel, 98th ASG Deputy DPW
- Mr. Ohlenschlager, 417th Chief Building and Grounds Div
- Ms. Jeanette Morton, 98th ASG Engineering Resource Manager
- Mr. Marshall Williams, 98th ASG Chief Supply & Services

CONGRATULATIONS!

Congratulations go out to Holger and Suzie Krug on the birth of their baby boy, Noah Leon Krug!

HAILS and FAREWELLS

Auf Wiedersehen to:

Cheryl Hodge-Snead has rotated back to the US. She is now working with the Corps of Engineers in Fort Worth Texas.

Stephanie Lukso resigned in order to join her husband in Arizona in their brand new home.

BIRTHDAY WISHES

December - 10 - Rainer Kruemmel

January - 9 - Juergen Zapf
10 - Tonya Modlin
20 - Petra Loth
28 - J. Dulanto-Hassenstein



YOUR MISSION DEFINES OUR MISSION!!



EEC Training

Our Emergency Essential Civilians and Military Personnel recently participated in their annual training in Seckenheim Germany. This training is conducted regularly to help the deployable personnel keep up to speed and ready to deploy on a moments notice.

The personnel received training in basic soldier skills, to include first aid, land navigation and Nuclear, Biological and Chemical protection.



Government Purchase Card (GPC)

SUPPLEMENTAL GPC TRAINING

DAU OFFERS NEW ONLINE DOD GPC TUTORIAL: The DAU Continuous Learning Center has announced the availability of a new online "DoD Government Purchase Card Tutorial." The new training module is available to all GPC stakeholders. Users will have to register with DAU Continuous Learning Center at <http://clc.dau.mil>. The GPC tutorial is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate when utilizing the Government Purchase Card. This module will be supplemented with additional GPC training on local policy prior to issuance of the Purchase Card.

GPC SUSPENSION POLICY

DA Policy states that an Approving Official account, including all cardholder accounts, that becomes **60 days past due** will be suspended automatically until the delinquent payment posts at the bank. In addition, approving official accounts will be closed permanently if more than two suspensions occur within a 12-month period.

C.A.R.E. ISSUES

Have you logged into CARE and receive the following error message?

ERROR: The user status is considered inactive; please contact a USB Admin to reactivate.

If you receive this error message please call US Bank at 800-254-9885, or call collect 701-461-2232. Tell the customer service representative you need to reset your password and they will issue you a temporary password. Temporary passwords are only good for 24 hours, so log into C.A.R.E. immediately to create a new password.

For additional information please feel free to contact the GPC Agency Program Coordinator at DSN 351-4216 or by email at visa@rco.wbg.usacce.army.mil.



**WISHING YOU AND YOURS A
HAPPY HOLIDAY SEASON**